

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 15 JAN 1953

FROM : Personnel Director

SUBJECT: T/O for Employee Services Staff, Personnel Office

1. Reference is made to the T/O for the new Employee Services Staff, approved 4 November 1952 by the Deputy Director (Administration). You are requested to prepare the appropriate T/O Change Authorization for the Staff, based on the following:

Adm. Office (Chief
(Asst. Chief
Clerk (Life Insurance)
Clerk (Hospitalization &
Surgical Insurance)
Cash Collection Teller
Clerk-stenographer
Typist and File Clerk

301
GS-13

GS-9

GS-7

GS-7

GS-5

GS-5

GS-4

2. Appropriate adjustments should be made in the Personnel Office ceiling.

FOIAb3b

GEORGE E. MELOON

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1/16/53

KCT